

**Kindergarten Readiness Program**

**John F. Kennedy**

**Handbook**

**2018-2019**

## **Introduction**

The Kindergarten Readiness Program is state licensed by the Ohio Department of Education. The license, laws and rules are available in the school office. The Preschool's licensing record, including compliance report forms and evaluation forms from the Health, Building and Fire Departments are available upon request. Recent compliance reports from the state inspector are posted in the preschool for parents' review. A toll-free number is available to any person who suspects a violation of the law by the school (JFK office number is 330 372 2375). If a problem should occur during the school year, parents may speak with the principal or director at anytime.

## **The Kindergarten Readiness Program**

### **Mission Statement**

As part of the ministry of education in the Diocese of Youngstown , the Kindergarten Readiness Program is committed to diversity, open to children of all faiths and serves the entire Trumbull County. Children from ages 4 to 6 years old are provided with age appropriate instruction, in keeping with the Ohio Department of Education Early Learning Standards. The curriculum is further enriched with opportunities for technology formation, exploration of the arts and introduction to foreign language skills. Together with

professional staff and dedicated parents, the Kindergarten Readiness Program provides a safe, faith-filled environment that prepares children to achieve not only academic excellence but also their full social potential.

## **Diocese of Youngstown Preschool Program Philosophy**

Early childhood should be a time of warmth, security, exploration, and discovery. The faith development of a person begins in the early years of life; thus, preschool education is an important part of total Catholic education. Catholic preschools, in cooperation with parents, are an effective means of teaching the Gospel message to young children. Preschool programs support the family in the growth and development of their preschool children. Diocese of Youngstown preschools are communities of learners in an environment of respect for children, families, teachers, and staff.

Young children are active, social individuals who benefit from exploring the world around them. Each is a unique person with individual growth and development patterns, individual preferences for activities, and different family and cultural backgrounds. Children learn best when they are active participants in their own learning, when their curiosity to know influence classroom planning, and when their investigations are hands-on.

A Diocese of Youngstown Preschool program will provide an atmosphere in which young children can work and play together in a child-centered environment utilizing a developmentally appropriate curriculum. Learning experiences will be provided to stimulate curiosity, to develop self-confidence and independence, and to provide literacy and other readiness skills needed in preparation for kindergarten. Since children are natural scientists and are motivated to solve

problems, our programs support science and math instruction through meaningful and connected experiences with integration of the arts.

Meaningful “play” is children’s work. Emphasis will be on learning, which permanently affects the child’s total development and personality. This includes spiritual, emotional, physical, cognitive, and social development as well as the development of self-esteem within each child. The unique learning styles of children are considered, and children are encouraged to make choices, accept the consequences, and participate actively in learning. Intentional learning experiences and a child-centered environment will help build a strong foundation for lifelong learning.

### **Diocese of Youngstown**

#### **Preschool Program Goals and Objectives**

1. To develop an awareness of God’s love for each individual person and that each person is a unique child of God.
2. To introduce Scripture through storytelling experiences.
3. To nurture the concept of the loving goodness of God through adult example and an awareness of nature.
4. To develop trust within the child toward adults outside the home setting.
5. To communicate closely with parents to better understand the individual child and his or her special gifts and needs.
6. To provide a warm, loving, supportive atmosphere in which children feel a sense of excitement about learning and discovery and their natural curiosity is allowed to flourish.
7. To foster within the framework of the Catholic School community the child’s ability to get along with others, to respect property, and to understand the importance of rules for work and play.

8. To encourage cooperation in learning and problem-solving and finding peaceful solutions to problems, while respecting the rights of each person.

9. To develop a sense of self-worth and self-esteem through the realization that people are the most important of all God's creations.

10. To increase independence and self-confidence in the child's ability to make sense of the world around.

11. To provide materials and experiences that are interesting, meaningful and developmental in reading, writing, mathematics, social studies, and science, and that are geared to the age of the child.

12. To encourage creativity and self-expression through various media and materials.

13. To foster a positive attitude toward school and develop a love of learning as a foundation for a successful school career.

### **Diocese of Youngstown**

### **Statement on Developmentally Appropriate Preschool**

### **Curriculum and Activities**

Young children develop in a predictable sequence; however, each child develops at his/her own rate. Early childhood instruction must be both age appropriate and individual appropriate. Age appropriate instruction meets the needs of a particular age span. Individual appropriate instruction focuses on the unique abilities and characteristics of a child or group of children.

Developmentally appropriate experiences, interactions, and environment are designed to support the growth and development of children.

The Diocese of Youngstown Preschool Curriculum supports the development of the whole child: spiritual, cognitive, emotional, social, and physical. The Ohio Early Learning and Development Standards establish a

framework for instruction that meets the needs of all young children. In developing our preschool curriculum, we pay close attention to:

- Children's existing knowledge, skills and interests
- Relationships and connections between areas of development and learning
- Children's unique learning profiles and patterns of development
- Application of skills to real life situations
- What we know about how children learn
- Designing experiences for children which provide opportunities for depth and understanding in their explorations
- The innate passion that children have for exploring the world.

### **Spiritual**

Catholic prayer, traditions, and values are integrated into the daily life of the preschool classroom. Stories of God's love through scripture and the Diocese of Youngstown Curriculum for Catechesis provide the foundation for religious instruction.

### **Physical**

Self-help skills, safety and nutrition are part of each day. Large muscle is developed through physical education activities. Small motor and eye-hand coordination are developed through such activities as cutting, pasting, painting, pegboard, stringing, and play dough.

### **Social and Emotional**

Social skills are developed through peer and adult interaction with the teacher serving as a constant model. Attitudes of social acceptance towards peers and those that may be different, cooperation with others, listening, accepting responsibility, and finishing a task are shown and reinforced by the staff. Children will be helped in coping with peer interaction and are not expected to act beyond

their age level capabilities. Learning to recognize and handle feelings and the feelings of others permeates the interactions in the classroom.

### **Cognitive**

The cognitive skills that are stressed in the preschool program include science and math, reading and literacy, social studies, music, and art. Sensory training is developed through hands-on experience, and memory is developed through the retelling of stories and events.

Every aspect of the preschool classroom's day is designed to meet the *Early Learning and Development Standards*:

- Daily routines
- Investigations/units of study that are designed intentionally from student interest as well as skill and concept development
- Learning centers where the children may move about freely and at their own pace to explore and experiment.
- Large and small group experiences including puzzles, games, fingerplays, songs, stories, poems, circle time and discussions.

## **Profile of the Graduate**

### **Christ Centered**

#### **The Graduate:**

- Knows that they are children of God and loved by God
- Shows respect at Church by participating in liturgical celebrations
- Begins to grow in their knowledge and understanding of God

### **Academic Achievement**

#### **The Graduate:**

- Exhibits academic knowledge needed to enter Kindergarten
- Is able to demonstrate beginning technology skills
- Adapts to a positive learning environment

### **Service to Others**

#### **The Graduate:**

- Shows by example how to help others
- Nurtures a kind spirit by sharing, interacting, and playing with each other

### **Christian Leadership**

#### **The Graduate:**

- Shares and cooperate with others as part of a large group
- Develops independence within the classroom

### **Responsible Citizenship**

#### **The Graduate:**

- Honors the United States flag
- Respects parents, teachers, and leaders in the community
- Begins to appreciate different cultures in the world

Staff/Child Ratios:

4-6 Year Olds: 1 adult per 14 children

Maximum group size: 2 adults per 22 children

This staff ratio is lower than  
the state requirements

**Licensing Information is available upon request.**

### **Policies and Procedures**

#### **Non-Discrimination Policy**

The Kindergarten Readiness Program admits students regardless of race, color, faith, gender, ethnic origin, or physical capabilities. All children are welcome to participate in its programs and activities. The programs do not discriminate on the basis of race, color, creed, gender, ethnic background, or physical capabilities in the hiring of its staff.

## **Registration Process**

The Kindergarten Readiness Program is offered to all children, who meet the age requirement and are completely toilet-trained.

The Kindergarten Readiness Program is open Monday, Wednesday, and Friday from September through May. Our program will follow the John F. Kennedy School calendar for all school holidays and teacher in-service days.

Registration for the upcoming school year begins in January. Perspective students and parents are invited to make an appointment to tour the school and to meet with the staff. Various forms must be completed prior to the beginning of school, as well as, a non-refundable registration fee and supply fee.

The following forms are required for admission into the Kindergarten Readiness Program as dictated by the Ohio Department of Education. These forms must be turned into the director prior to admission.

**\*Registration Form**

**\*Birth Certificate**

**\*Child Medical Statement**

**\*Child Enrollment Form**

**\*Copy of Immunization Record**

**\*Emergency Release Form**

**\*Parent Acknowledgment of Handbook**

## **Financial Information**

There is a non-refundable registration fee that must be submitted with the registration form. A yearly non-refundable supply fee per child is due at the beginning of the each school year. Tuition is based on the entire school year and is payable through one of the plans set up with John F. Kennedy School.

## **Example of Daily Schedules**

8:30 a.m. – 8:50 a.m. Free Play

8:50 a.m. – 9:20 a.m. Circle Time/Religion

9:20 a.m. – 10:10 a.m. Small Group Work/Readiness Skills/Language Development/Crafts/Math Skills/Centers

10:10 a.m. – 10:30 a.m. Restroom/Wash Hands/snack

10:30 a.m. – 11:00 a.m. Readiness Skills

11:00 a.m. – 11:20 a.m. Large Motor/Music/Outdoor

11:20 a.m. – noon – Prayer/Lunch/clean up

Noon – 1:00 – Restroom break, rest time

1:00 p.m. – 1:30 p.m. – Library/story time/ Science Table

1:30 p.m. – 2:00 - Specials (technology, PE, music/art

2:00-2:30 – free play/pack up/ dismissal

Under the Ohio Department of Education any child who is at school longer than 5 hours must take a short rest period. Students will take a 30-45 minute rest period. They may look at a book or remain quiet during this time. A cot will be provided to rest on. After they rest they will engage in table learning activities, free play or gross motor play.

### **Withdrawal Policy**

A written notification from the parent must be submitted to our program when withdrawing a child. At that time, all tuition must be paid in full. No refunds are given for tuition payments except in cases of serious illness or sudden transfer out of the area.

### **Parent Access Policy**

Parents are welcome to join the classroom as a parent volunteer for special projects, activities, guest readers, and field trips, as well as, unlimited access to the classroom, if needed. Visitors must enter through the main doors and secure a visitor's pass at the school office.

### **Parent Responsibilities**

Parent responsibilities include:

1. Notifying our programs of any changes in home address, phone numbers, or work phone numbers.
2. Notifying our programs if your child will be absent for any reason. Our phone number is **(330) 372 2375**.
3. Notifying our programs of any changes in the home environment, which may impact your child's behavior.
4. Notifying our programs if your child has contracted any communicable diseases or developed a new allergy or health issue.
5. Notifying our programs, in writing, if you choose to withdraw your child during the school year.

### **Medication**

Administration of medication to a student shall remain at all times the sole and total responsibility of his/her parents or legal guardians. Procedures have been established to work in cooperation with the student's parents or guardians and

doctor in the administration of necessary prescription medication during the school day.

In a few instances in which medication must be taken by pupils during the school day, the procedure is as follows:

A **Medication Authorization Form** must be obtained from the preschool office. The parent or guardian must complete and sign this medication authorization form. Authorized personnel must be given accurate information regarding the medication.

Whenever prescription medication is administered to a child, it must be presented in its **original container** with proper labeling. Authorized personnel will then check the medication authorization form and administer the medication accordingly. The medical authorization form is then placed in the child's cumulative record folder.

\*Absolutely **no** over-the-counter medicines are given by staff members during preschool hours. This policy is adhered to in a very strict manner.

### **Arrival and Dismissal Policy**

For security reasons, we must keep the school doors locked throughout the day. All children must be signed in upon arriving in the classroom. The sign-in sheet will include a drop-off signature, the pick-up person's name, and upon pick-up, the pick-up person's signature. All students should arrive no later than **5 minutes after start time** due to important learning experiences starting to take place.

Students will be dismissed at the designated exit. If the person picking up the child is different than the person who dropped the child off, that person will have to sign before the child will be dismissed. If the pick up person has changed during the day, please notify the school as soon as possible. Please remind the pick-up person to have a photo I.D. at dismissal time. No child will be released to a person not authorized to pick them up.

### **Inclement Weather Closings**

The Early Childhood Program follows the closing policies and procedures of the school district they are licensed under. Parents are asked to listen to the local radio stations or watch the local television stations between 6:00 a.m. – 7:00 a.m. for closing announcements and delays. The Director will also do a telephone announcement that morning. If there is a delay, the day will begin at 10:00 am. Tues/Thurs children will be dismissed at 12:00.

### **Discipline Policy**

#### **Discipline Policy**

A staff member in charge of a child or a group of children shall be responsible for their discipline. Our program's methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.

9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sign and hearing of our staff member in a safe, lighted and well-ventilated space.

10. Our staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in our programs.

**Take Home Folders, Celebrations, Show  
and Share, Lunch and Snack Procedures**

On the first day of school, your child will receive a folder, which will be their "take home" folder. This folder will be sent home every week with your child and it should be returned to school the following school day. On the inside of the folder, the right side pocket is marked "Bring Right Back". This will contain the items that are sent home and need to be returned to school. The left pocket is marked "Left At Home" and will contain the items completed at school and may stay at home. A monthly newsletter from the teacher, and calendar will also be included in the folder to keep you informed about the monthly themes and activities that are scheduled during the month.

**Home-School Connection/Parent-Teacher Conference**

The Kindergarten Readiness staff will send home progress reports at least twice a year, which will keep you updated on your child's progress. Throughout the school year, we will be collecting samples of your child's work to include in their portfolio. The portfolio will show how your child has progressed from the beginning of the school year to the end of the school year. We will hold two parent-teacher conferences during the school year, one in the fall and one in the spring. During these conferences, we will review your child's portfolio and answer any questions you may have about your child and his/her progress. Parents

will sign a paper that they attended the conference with the teacher as each conference meeting is fulfilled.

### **Birthdays**

Birthdays are a special time at the Kindergarten Readiness Program . You may send a special small treat on your child's birthday. **Please inform the preschool staff of your intentions and do not forget that the treats must not contain any peanut products.** If sending cupcakes, please also send in paper plates to control the messiness.

### **Parties**

We will celebrate the following holidays during the school year: Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter.

### **\*Pre-K Lunches**

Students do not have to pack a peanut free lunch. We have a peanut free lunch table for students with allergies. If your child has a peanut allergy he/she will sit at this table with other allergy students, or children who have a peanut free lunch.

Preschool students are required to bring their own healthy snack and drink each day. Acceptable snacks could be crackers/pretzels, fruit cups/spoon, juice boxes or small bottles of water. We encourage all families to choose 2 foods from the 4 food groups. A list of healthy snacks is provided to each family. Please do not send sippy cups, milk products or items that need to be refrigerated. Items containing **peanuts and/or peanut products**, are not permitted in your child's snack. A list of healthy **peanut-free** snacks is provided to each family. Milk will be available for purchase for lunch.

## **Safety, Health and Management of Communicable Diseases**

### **Safety Policy**

Your child's safety is our primary concern. The Early Childhood staff will provide a safe, securing learning environment.

In case of an emergency, one of the Early Childhood staff will immediately notify the parent or legal guardian and make contact with the appropriate emergency phone contact. If the parent or legal guardian cannot be reached, the requested adult and child's physician will be notified. If necessary, the child will be transported by the life-squad to the hospital of their choice.

In case of illness of a child, he/she will be cared for by one of the Early Childhood staff while the parent or legal guardian or requested adult is notified and in route.

The Ohio Department of Human Services' Dental First Aid chart is available at the entrance of the preschool classroom. The Early Childhood staff will follow procedures indicated on the Dental First Aid chart in case of dental emergency.

Monthly fire and tornado drills are scheduled and procedures are discussed monthly. There is an emergency folder in each teacher's desk and each door posts evaluation plans. Emergency backup lighting is provided in every room. Exit signs are also lit. In the event of a real emergency, the emergency roster, located next to the exit door, is to be taken with the class upon evacuation. Parents will be contacted as to where to pick up their child. Records of fire and tornado drills are kept in the classrooms and also in the school office. The medical and dental emergency plans and procedures, as well as, intruder plans are all located in the classrooms.

An incident report will be filed whenever an accident or an injury occurs. The parent and staff member witnessing the incident must sign this report. A copy is to be given to the parent and a copy will be placed in the child's file.

Lockdown procedures are discussed and practiced and these drills are reviewed throughout the school year.

The preschool teachers have a class roster and attendance sheet in each classroom. A parent roster, containing family names and phone numbers, will be available to be distributed to parents upon request. If you do not wish to have your information distributed, please check “No” on the appropriate form. Each teacher keeps a complete roster. Law requires all Early Childhood staff members to report any suspected cases of child abuse or neglect to the proper authorities.

### **Classroom Safety**

All cleaning supplies are kept out of the reach of children in a lockable cabinet. Aerosol cans are prohibited while children are in the classrooms. Running in the classroom is not allowed. Cutting activities are always supervised and the children use appropriate scissors. Children are not permitted to climb on furniture or shelves. No weapons, real or toy, are permitted in the preschool.

### **Handwashing**

Keeping your child healthy and happy is a team effort. Our staff follows the health guidelines set up by the Ohio Department of Health. We have set forth these policies for you so that you will have a better sense of how we are keeping your child disease free. Children will always contract illnesses, but together, we can keep them to a minimum.

We are asking parents to review with their child the key times when washing hands is vital. They include, before eating, after using the toilet, after playing outdoors, after playing or touching animals and after coughing or sneezing into hands or tissues.

### **Health Record Policy**

The Kindergarten Readiness Program shall maintain enrollment, health, and attendance records for all children attending preschool. The records shall include

the name, address and birth date of each child. Work telephone numbers, emergency contacts of each parent/guardian and health records will also be maintained during the school year.

A written health record and shot record shall be completed and returned on or before the first day of school. A Medical Statement from a physician every 12 months and thereafter.

The health record shall be kept on file and shall include, but not limited to:

1. a statement signed by a licensed physician, as required.
2. written, signed, and dated instructions from a licensed physician or licensed dentist to administer medications, food supplements, modified diets, fluids or fluoride supplements.
3. a detailed immunization record, which includes all immunizations the child has had and the dates of the immunizations.
4. a list of all allergies and any special precautions indicated for these allergies.
5. a list of any medications, food supplements, modified diets, inhalers, or fluoride supplements currently being administered to the child.
6. a list of any chronic physical problems and any history of hospitalization.
7. a list of any diseases the child has had.
8. the name, address, and telephone number of the child's physician or clinic.
9. treatment and emergency transportation authorization.

#### **Management of Communicable Disease**

1. A staff person will be trained to recognize the common signs of communicable disease and other illness through First Aid training and Childhood Disease training certified by the Red Cross, a license physician, or a registered nurse. All staff will be trained in the proper hand washing and disinfecting

procedures. A staff person trained as explained above will observe each child during the day.

2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent or legal guardian.

- a. Diarrhea (more than one abnormally loose stool within a twenty-four (24) hour period).
- b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- c. Difficult or rapid breathing.
- d. Yellowish skin or eyes.
- e. Conjunctivitis.
- f. Temperature of one hundred (100) degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness.
- g. Untreated infected skin patch(es).
- h. Unusually dark urine and/or gray or white stool.
- i. Stiff neck.
- j. Unusual spots or rashes.
- k. Sore throat or difficulty in swallowing.
- l. Elevated temperature.
- m. Vomiting.
- n. Evidence of lice, scabies, or other parasitic infections.

3. A child will be readmitted to our programs after he/she has been checked by a staff member trained in Communicable Disease, or other authorized person. There must be a twenty-four (24) hour period free of symptoms, including fever, before the child can return.

4. We will not dispense any medication, even over the counter medication at the Kindergarten Readiness Program.

5. Parents will be notified in writing of any communicable disease that is present in our program.

6. Those children experiencing minor common cold symptoms, or if the child does not feel well enough to participate in activities, but is not exhibiting any symptoms specified above, are classified as a mildly ill child. It is our policy to care for mildly ill children as long as the parent has been notified of the child's condition. The child will be watched for conditions or other symptoms that would result in the child's discharge.

7. Staff will not work in any capacity with children if they have symptoms of communicable disease unless a physician states that their illness is not contagious.

8. A child isolated due to suspected communicable disease shall be:

- a. Within sight and hearing of a staff member at all times.
- b. Cared for in a portion of the room from other children.
- c. Provided with a cot and made comfortable. After use, the cot shall be disinfected with an appropriate germicide, or if soiled with blood, feces, vomit, or other body fluids, the cot shall be cleaned with soap and water and disinfected with an appropriate germicide.

**Your child may attend our program if:**

1. A cold is over, but there is still minor nasal drainage.
2. No immediate symptoms are present, but the child doesn't feel quite well.
3. You have a written release from your child's physician stating that the child is healthy and may return to class.

**Child Abuse/Neglect and Sexual Offender Notification**

**Child Abuse and Neglect**

The Kindergarten Readiness staff is required, under Section 2151.421 of the Ohio Revised Code, ORC, to report their suspicions of child abuse or child neglect

to the local public children's services agencies. A child will always be safe from any form of abuse or neglect when in the care of our Early Childhood staff.

### **Sexual Offender Notification**

As of July 1, 1997, Ohio law requires that sex offenders register with the Sheriff of the county in which they reside. Following such registration, the Sheriff must provide in writing certain information to a variety of entities including childcare providers. If notices are received, they will be placed with the sign-in/out sheet. More information can be obtained by calling your local Sheriff's office or visiting their website.

Warren Police

Mahoning County Sheriff (330) 740

### **Field Trips, Special Activities, and Guest Speakers**

Field trips may be planned throughout the school year based on the monthly themes. Parents will be notified in advance of our scheduled field trips and may be required to transport their child to the destination unless a school bus is used for transportation. Staff will take a class roster, emergence transportation forms and a First-Aid kit with them on the trip. Smoking is prohibited at all times. **In order for our students to receive the most out of our field trips, we ask that you do not bring siblings along on the trips.**

Guest speakers and special activities are integral parts of the Kindergarten Readiness Program. Speakers and special activities will be scheduled during the school year based on the monthly themes.

### **Miscellaneous**

#### **Appropriate Preschool Clothing**

It is vital that your child wear clothing that is easy to manage and safe for the activities we will be doing in preschool.

1. Wear simple, comfortable clothing that is washable. Please remember in choosing clothing that children paint, glue and participate in large movement on a daily basis.

2. Wear comfortable shoes like tennis shoes. **No flip flops or Crocs allowed for safety reasons.**

3. Wear appropriate clothing for the weather. If it is chilly or cold in the morning, a coat is necessary even if the temperature will go up in the afternoon.

4. Wear outer clothing that is labeled.

Outdoor play including recess will be provided during suitable weather conditions. We will not go outside if it is below 32 degrees, raining, storming, snowing or overly windy.

Don't forget to include a change of clothing to be left in your child's backpack, in case of emergency. The clothing should be labeled in a Ziploc bag.

**Please do not allow your child to bring to school the following items: loose money, knives, electronic games, etc. The Kindergarten Readiness Program will not be responsible for lost or stolen items.**

#### **Kindergarten Registration and Screening**

Registration for entrance into John F. Kennedy's Kindergarten takes place in January. After you have completed the registration, you will be given a date and time for Kindergarten screening.

#### **Information Required by Ohio Administrative Code**

The faculty is licensed to operate legally by the Ohio Department of Education. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the faculty's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of the child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent and/or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parents and/or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Education.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat.32, 42 U.S.C. 12101 et seq.

### **Statement of Policy Adoption**

The policies contained in this handbook have been reviewed and adopted by The Youngstown Diocese.

## **Staff Information**

The Kindergarten Readiness program includes the Early Director and Teachers.

The Director is responsible for the day-to-day operation of the preschool including the curriculum development, overseeing lesson planning, field trips, speakers, holiday parties and special event planning. The Director is responsible for collecting tuition and other payments, arranging for teacher in-services and workshops, recordkeeping and ordering supplies. The Director also creates monthly newsletters and calendars.

The teachers are responsible for developing a yearly curriculum with the Director, planning weekly thematic lessons, chaperoning field trips, student evaluations for parent conferences, monthly newsletter and providing a loving, safe environment for your child.

The teachers meet the state requirement for preschool educators in a nonpublic school. They have, at least, a high school diploma. At least one staff member has certification in First Aid, CPR, Communicable Disease and Child Abuse Recognition, and Treasured Gifts From God child abuse class through the Youngstown Diocese upon hire; all staff members are required to become certified in all areas within 12 months. All staff members are required to attend in-services, meetings and workshops on early childhood education topics to meet the required 15 hours per year. They also review the cumulative and health file of every preschool student at the beginning of the school year and sign a form stating that they have read each file. Each staff member is responsible for their own personal file with regard to meeting State standards.